

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Fire Inspector I/II– Vegetation Management
DEPARTMENT: Permit and Resource Management Department
PHYSICAL DEMAND STRENGTH RATING: Medium

DATE COMPLETED: October 2023
DIVISION: Fire-Prevention

INSTRUCTIONS TO MEDICAL PROVIDERS COMPLETING THIS FORM:

*Please use the “Medical Provider Use Only” columns to the right of each section and the “Medical Provider’s Comments & Signature” Section on the signature page to provide work restrictions by indicating whether the*re is some portion of each function that the employee can perform; designating whether each restriction is temporary or permanent; and, if restriction is temporary, stipulating the expected duration of work restriction(s). To finalize the form, please provide the name of the employee evaluated and additional comments, as appropriate, then sign and date where indicated.*

FREQUENCY RATING:

Frequency	Percentage of time per shift	Repetition (# times per shift)	8 Hr Shift	9 Hr Shift	10 Hr Shift	12 Hr Shift
Never/Not Required (N)	n/a	n/a	n/a	n/a	n/a	n/a
Occasionally (O)	1 - 33%	1 – 100	0 - 2.5	0 - 3	0 - 3.5	0 – 4
Frequently (F)	34 - 66%	100 – 500	2.5 - 5.5	3 - 6	3.5 - 7	4 – 8
Continuously (C)	67 - 100%	500+	5.5 – 8	6 - 9	7 - 10	8 - 12

PART 1 - JOB DUTIES/FUNCTIONS:

A. Job Duty/Function	B. Job Duty #	C. Freq Rating	D. Equipment or tools used to perform (Describe)	E. Specialized Expertise, License, Certification Required? (Describe)	F. Essential or Non- Essential	Medical Provider Use Only: For each job duty/function, indicate in this column “Can Perform”, is “Temporarily Restricted” from performing, or is “Permanently Restricted” from performing.
While performing the following duties, employees in this position work both in a typical office environment and outdoors in all types of terrain, vegetation, and weather conditions, working in both daylight and dark/dim conditions to conduct inspections.,						
Uses good judgment and discretion to research, interpret and enforce fire prevention and fire safety laws, ordinances, and other regulations.	1	F	Computer, Reference Materials, Phone		Essential	

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Reviews fire plans for compliance with applicable codes and regulations; consults with contractors, architects, and developers regarding problems; reviews permit applications; recommends approval or disapproval and issues permits.	2	O	Computer, Phone, Reference Materials, Drafting Tools		Essential	
Conducts periodic and follow-up inspections of new and existing residential and commercial buildings, structures, and facilities requiring fire clearance; walks and climbs over steep and slippery surfaces to visually inspect both interior and exterior conditions to gather information and assure compliance with applicable codes and regulations.	3	F	Tablet, Phone, Vehicle, ladder		Essential	
Conducts vegetation management inspections for defensible space and/or assesses and recommends mitigation for structure hardening.	4	F	Tablet, Phone, Monitoring Equipment, Vehicle, ladder		Essential	
Communicates with property owners, facility managers, and members of the public in person, by phone and by email to investigate and respond to complaints; explain complex codes, policies, and procedures; provide information and recommendations related to deficiencies, violations, fire prevention, fire investigation, maintains a calm and professional demeanor when dealing with angry, emotional, or adversarial individuals.	5	C	Vehicle, Phone, Computer		Essential	
While in the field or in the office, documents inspections; prepares detailed and complex reports, including reports of violations or unsafe conditions, with supporting data to support determination of appropriate course of action; prepares letters and other correspondence; maintains electronic records and files. adds, retrieves, and updates records.	6	C	Computer, tablet		Essential	
Drives county vehicle to/from various sites to conduct inspections, investigations, inspections and respond to calls; drives to rugged, off-road locations; receives, monitors, and responds to radio communications while driving; inspects vehicle and reports any damage, required repairs or maintenance issues.	7	F	Vehicle, Radio, ladder		Essential	

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Set up display and handout materials for community events. Lift up to 40 lbs, this includes folding table, hold down weights, pop up canopy, and any materials to support public education.	8	O	Folding Tables, pop-up canopies, chairs, handout material, wheeled cart		Essential	
Conducts inspections for defensible space, vegetation management, and structural hardening. Walks, climbs, stoops, bends, and crawls over all types of terrain and rough, slippery, uneven surfaces of structures or terrain damaged or destroyed by fire; walks, runs, climbs, crawls, and moves quickly to avoid injury; takes photographs; conducts research, establishes facts and draws valid conclusions; prepares reports and other materials in support of determination.	9	O	Computer, Camera, Recording device, vehicle, ladder	PC 832	Essential	
Represents department at professional meetings; attends and participates in departmental, inter-departmental, and inter-agency meetings	10	O	Vehicle		Essential	
Attends seminars and workshops and conducts research in order to stay current on developments in fire regulations, inspection Procedures.	11	O	Computer, Vehicle		Essential	
Continuously observes safety practices and procedures; actively utilizes and implements established safety practices; wears appropriate safety gear.	12	C	Personal Protective Equipment (PPE)		Essential	
May be subpoenaed as witness/subject matter expert; testifies in court to make persuasive and critical presentations of evidence, facts, arguments and rebuttals, and to defend determinations made and actions taken.	13	O	Files, Reports		Essential	
Researches, gathers, and analyzes data and other information to develop training programs and group presentations on fire prevention and risk reduction.	14	O	Computer		Non-Essential	

PART 2: PHYSICAL DEMANDS

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
1 Sitting (i.e.: Research, Plans, Reviews, Drives)	1,2,5,6,7,10,11,13,14	F			
2 Walking (i.e.: Inspections, Investigations)	3,4,5,6,8,9,10,13	F			
3 Running (i.e.: To avoid injury during emergencies)	N/A	N			
4 Standing (i.e.: inspections, Investigations)	3,4,5,6,8,9,10,13	F			
5 Bending-Neck (i.e.: Inspections, Investigations)	2-6,9,11,14	F			
6 Bending-Waist (i.e.: Inspections, Investigations)	3,4,7,8,9	F			
7 Squatting (i.e.: Inspections, Investigations)	3,4,8,9	O			
8 Climbing (i.e.: Ladders at construction sites, On-scene; Hillsides; Uneven terrain)	3,4,8,9	O			
9 Kneeling (i.e.: Inspections, Investigations)	3,4,8,9	O			
10 Crawling (i.e.: Interior/ Exterior Inspections)	3,4,8,9	O			
11 Twisting (neck) (i.e.: Office, Interior/ Exterior Inspections, Investigations)	1-14	F			
12 Twisting (waist) (i.e.: Office, Interior/ Exterior Inspections, Investigations)	3,4,8,9	F			
13 Repetitive Hand Use (i.e.: Computer, Tablet)	1-6,9,11,14	F			
14 Simple Grasping-Right Hand (i.e.: Office work, Planning documents)	1-14	F			
15 Simple Grasping-Left Hand (i.e.: Office work, Planning documents)	1-14	F			
16 Power Grasping-Right Hand (i.e.: Secure tractor, Use drills, Sledge- hammer, Heavy lifting)	N/A	N			
17 Power Grasping-Left Hand (i.e.: Secure tractor, Use drills, Sledge- hammer, Heavy lifting)	N/A	N			
18 Fine Manipulation-Right Hand (i.e.: Investigations)	1-14	O			
19 Fine Manipulation-Left Hand (i.e.: Investigations)	1-14	O			
20 Pushing and Pulling (right hand) (i.e.: Opening/ closing drawers/ doors)	2,3,6,7,8,9,14	F			
21 Pushing and Pulling (left hand) (i.e.: Opening/ closing drawers/ doors)	2,3,6,7,8,9,14	F			
22 Reaching (above shoulder level) (i.e.: Inspections)	3,4,8,9	O			
23 Reaching (below shoulder level) (i.e.: Inspections, Investigations)	3,4,8,9	O			
24 Lifting-up to 10 lbs. (i.e.: Files, computer, tablet, phone, drafting tools, misc. equip/supplies)	2-6,8,9,14	C			
25 Lifting-11-25 lbs. (i.e.: Misc. tools, Monitoring devices)	8	O			
26 Lifting-26-50 lbs. (i.e.: Tool box , Generator)	8	O			
27 Lifting 51-75 lbs. (i.e.: SCBA plus Hazmat gear)	N/A	N			
28 Lifting 76-100 lbs. . (i.e.: Emergency rescue of victims up to 100 lbs., Emergency team rescue of 100+lbs. victim)	N/A	N			
29 Lifting 100 + lbs. (i.e.: Emergency team rescue of 100+ lbs. victim)	N/A	N			
30 Carrying 0-10 lbs. (i.e.: Phone, Radio, Tablet,	2-6,8,9,14	C			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
<i>Plans, Documents, Computer)</i>					
31 Carrying 11-25 lbs. (i.e.: Misc. monitoring devices)	8	O			
32 Carrying 26-50 lbs. (i.e.: Generator, Tools, Supplies such as Foam up to 50 lbs., for up to 300 Ft.)	8	O			
33 Carrying 51-75 lbs. (i.e.: SCBA plus hazmat gear (65-75 lbs.))	N/A	N			
34 Carrying 76-100 lbs. (i.e.: SCBA plus hazmat gear and other tools/ equipment up to 300 ft., Emergency rescue of victims up to 100 lbs., Emergency team rescue of 100+ lbs. victim)	N/A	N			

PART 3: SENSORY REQUIREMENTS

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional, Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Functional vision, normal or corrected	1-14	F			
2 Functional color vision, normal or corrected (i.e. Various inspections, , investigations).	3,4,5,6,8,9,10,13	O			
3 Functional night vision, normal or corrected	3,4,5,6,8,9,10,13	O			
4 Functional hearing, normal or corrected	1-14	F			
5 A sense of smell or taste	N/A	N			

PART 4: COMPREHENSION LEVEL

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Follow Oral Instructions	F			
2 Follow Written Instructions	F			
3 Required to sustain concentration	F			

PART 5: NATURE OF TASKS

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Follow set procedures	C			
2 Organize own work	C			
3 Able to ask questions or request assistance when needed	C			
4 Required to make decisions independently	C			
5 Required to train and/or lead other staff	F			
6 Required to direct other staff (e.g. planning, goal setting, performance)	N			

PART 6: WORK PACE

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Tightly scheduled and rapid pace of work activities at high volume	F			
2 Meet time sensitive deadlines	F			
3 Long and/or irregular hours	F			
4 Limited/unpredictable opportunity for breaks	O			
5 Required to perform on-call or emergency work	N			

PART 7: COMPLEXITY/VARIABILITY

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Variable and unpredictable workflow	F			
2 Attention divided by issues requiring multi-tasking	F			
3 Work requires precise attention to detail	F			
4 Use of judgment in routine matters	F			
5 Requires use of judgment in adapting procedures from one task to another	F			
6 Possible legal ramifications associated with work activities or work product	F			

PART 8: INTERACTIONS WITH OTHERS

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Works with others (e.g., co-workers, other departments/agencies, public)	F			
2 Interactions limited to giving/receiving information	F			
3 Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	F			
4 Interactions occur under circumstances of emotional stress	O			
5 Risk of confrontation with violent or assaultive clients or customers	O			

PART 9: ENVIRONMENTAL FACTORS/WORKING CONDITIONS:

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Work Inside	F			
2 Work Outside	F			
3 Extreme Heat (above 100 degrees)	O			
4 Extreme Cold (below 32 degrees)	O			
5 Excessive Noise (must raise voice to be heard)	O			
6 Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	N			
7 Dust, Vapors, Fumes, Smoke	O			
8 Silica, asbestos, etc.	N			
9 Solvents (e.g., gas, turpentine, etc.)	O			
10 Grease, oils	O			
11 Acidic, Caustic Solutions	N			
12 Pesticides	O			
13 Explosives (e.g., dynamite, bomb, etc.)	N			
14 Cleaning supplies, abrasives	O			
15 Other Chemicals (e.g. drugs and other contraband)	O			
16 Human Blood, Body Tissues, or Fluids	O			
17 Human Wastes	N			
18 Animal Blood, Body Tissues, or Fluids	N			
19 Animal Wastes	N			
20 Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.)	F			
21 Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	O			
22 Biomedical Waste	N			
23 Ionizing Radiation (responding to radiological incidents, responds to locations where x-rays are conducted)	N			
24 Non-Ionizing Radiation(responding to radiological incidents, responds to locations where x-rays are conducted)	N			
25 Electrical Energy (responding to electrical incidents, working with utility companies)	N			
26 Walking on uneven, slippery, or rough surfaces	F			
27 Proximity to moving mechanical parts (e.g., equipment, machinery)	F			
28 Proximity to moving vehicles or objects	F			
29 Heights (e.g., rooftop, ladders, scaffolding, etc.)	O			
30 Contact with water, other liquids, humid conditions - not weather related	O			
31 Work Below Ground: (e.g., excavation, trench, etc.)	N			
32 Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	N			
33 Operates non-commercial motor vehicles (cars, trucks)	F			
34 Operates commercial vehicles – CDL Class _____ Endorsements _____	N			
35 Operates passenger van to transport clients, inmates, etc.	O			
36 Pulls non-commercial trailers or equipment	O			
37 Operates heavy equipment	N			
38 Other:	N			

PART 10: MEDICAL SCREENING, SURVEILLANCE AND VACCINATION REQUIREMENTS:

Please check each of the medical screening, surveillance, and vaccination requirements that apply to the position, and indicate if the requirement applies pre-employment/pre-placement only, or whether there are additional requirements after hire.

Medical Screening, Surveillance or Vaccination	Pre-Hire	Post-Hire	Frequency (one time, annual, etc.)
1 Audiometric Testing			
2 DOT Commercial Driver Drug and Alcohol Screening			
3 DOT Commercial Driver Physical Exam			
4 Respirator Physical Exam			
5 Respirator Questionnaire – Short			
6 Respirator Questionnaire – Standard			
7 Blood lead level			
8 Hazardous Waste/Emergency Worker physical			
9 Heavy metal screen (mercury, lead, arsenic)			
10 HINT Hearing Noise Sensitivity Testing			
11 Tuberculosis skin test			
12 Vaccine: MMR			
13 Vaccine: Hepatitis B	X	X	Offered: Annual
14 Vaccine: Influenza			
15 Vaccine: Meningococcal			
16 Vaccine: Pneumococcal			
17 Vaccine: Rabies			
18 Vaccine: Rabies Titer			
19 Vaccine: Tdap			
20 Vaccine: Chickenpox			

PART 11: ADDITIONAL INFORMATION, PICTURES, ETC.